

## **FBLA Officer Job Descriptions 2004-2005**

**President-**The President shall (a) promote leadership and encourage this chapter in all its activities (b) promote the growth and development of FBLA (c) preside at all meetings and see that they are conducted in accordance with the constitution and correct principals of parliamentary practice (d) work with the adviser to secure an organization that students want to participate in.

**Vice President** – The Vice President shall (a) assume the responsibility in the absence of the president (b) chair FBLA Week Activities with a committee of members (c) prepare newsletters for all members at least two (2) times and not to exceed four (4) times throughout the school year and to submit them for competition (d) record and organize the point system for determination of the membership to letter at the awards night (e) coordinate Teacher Appreciation monthly (f) assist the president as needed.

**Secretary-** The Secretary shall (a) be present and keep accurate record of what takes place at every meeting (b) keep attendance of members at monthly meetings (c) send all correspondence out regarding chapter activities (thank you, etc.) (d) chair one of the state approved community service projects (e) maintain records of the Chapter through pictures and written descriptions of various events through a scrapbook to be entered at District Contest and displayed at Awards Night (f) prepare typed reports of activities/awards to be sent to the local school newspaper, local newspapers, as well as district, state, and national news (g) shall assist with camera duties at each activity (h) assist the president as needed.

**Treasurer-**The Treasurer shall (a) keep accurate records of all money received and spent (b) present orderly reports upon proper requests (c) send the membership lists with dues to the state and national offices (d) chair one of the state approved community service projects (d) assist the president as needed.

**Parliamentarian-** The Parliamentarian shall (a) monitor all formal chapter meetings so that they are conducted within the framework of parliamentary procedure (b) will head the parliamentary procedure team in competition (c) chair one of the state approved community service projects (d) assist the president as needed. (Recommended for a freshman/sophomore due to scheduling conflicts at contest.)

**Web Master-**The Web Master shall (a) create and monitor the web page design of the chapter for view to the public as well as competition (b) chair one of the state approved community service projects (c) prepare the slide show of the years activities at the awards night (d) shall assist with camera duties at each activity (f) assist the president as needed.

**Technology Wizard** – The Technology Wizard shall (a) prepare the memory books to be given to each graduating senior at the awards night (b) shall assist with camera duties at each activity (c) chair one of the state approved community service projects (d) assist the president as needed.

All officers will be requested to wear official dress or casual wear on meeting days and attend an executive officer meeting prior to the general meetings. All officers are required to participate at District, State, and National competition and to promote such competitive involvement from the members. All officers are required to attend the Officer Leadership Conference in August to promote leadership abilities.

